

EXHIBIT 23-B REQUEST FOR TIME EXTENSION (LOCAL STIP PROJECTS)**[To Be Placed on Local Agency Letterhead]**

To: (DLAE Name)
District Local Assistance Engineer
Caltrans, Office of Local Assistance
(District Address)

Date : _____
PPNO: _____
PROJECT #: _____
Project ID or EA No.: _____

(Brief Project Description)

(Location)

(County)

Assembly District: _____

Senate District: _____

Dear (DLAE Name):

We request that the California Transportation Commission (CTC) approve a request for a time extension for this project.

A. Project description:

(Enter description of project, location and scope from Project Programming Request. Include programmed funding level by phase)

B. Project element for which extension requested: (check appropriate box)

☐ Allocation* ☐ Expenditure ☐ Award ☐ Completion
(contract acceptance)

C. Phase (component) of project: (check appropriate box or boxes)

☐ Environmental Studies & Permits ☐ Plans, Specs. & Estimate ☐ Right of Way ☐ Construction*

D. Allocation and deadline summary

Allocation Date By Phase (if applicable)	Allocated Amount By Phase (if applicable)	Original Deadline	Number of Months of Extension Requested	Extended Deadline

E. Reason for project delay

Indicate the reason for the project delivery delay. Please be concise. Specify the length of time the project will be delayed. Include a timeline to justify and support the number of requested extension months. **The length of extension requested cannot exceed 20 months and must be directly attributed to the reason for delay specified.**

* Per Section 66 of the CTC *STIP Guidelines*, "For each request to extend the deadline to allocate construction funds, the agency requesting the extension should submit, in conjunction with the request, a project construction STIP history. The request should also identify any cost increase related to the delay and how the increase would be funded. The STIP history should note the original inclusion of project construction in the STIP and each project construction STIP amendment, including, for each, the amendment date, the dollar amount programmed for construction, and the scheduled year of construction delivery. It is the CTC's intent to review this history when considering a construction allocation extension request."

F. Status of project milestones/revised project milestones

1) Completion of Environmental Document:

CEQA - Describe document type and date (original milestone date and revised date).

NEPA - Describe document type and date (original milestone date and revised date).

2) Right of Way Certification:

Indicate the date right of way was certified (or will be certified) for the project (original milestone date and revised date).

3) Construction:

Indicate the date the project will be ready to advertise or was advertised (original milestone date and revised date).

G. Timely Use of Funds

We request that the CTC approve this request at the _____ meeting, *or* by _____.

H. Local Agency Certification:

This Request for Time Extension has been prepared in accordance with the *Procedures for Administering Local Grant Projects in the State Transportation Improvement Program (STIP)*. I certify that the information provided in the document is accurate and correct. I understand that if the required information has not been provided this form will be returned and the request may be delayed. Please advise us as soon as the time extension has been approved. You may direct any questions to

_____ at _____
(name) (phone number)

Signature _____ Title: _____ Date: _____

Agency/Commission: _____

I. Regional Transportation Planning Agency/County Transportation Commission Concurrence:

Concurred

Signature _____ Title: _____ Date: _____

Agency/CTC _____

J. Caltrans District Local Assistance Engineer Acceptance:

I have reviewed the information submitted on the Request for Time Extension and agree it is complete and has been prepared in accordance with the *Procedures for Administering Local Grant Projects in the State Transportation Improvement Program*.

Signature _____ Title: _____ Date: _____

Attachments:

Distribution: (1) Original -DLAE (2) Copy- Division of Local Assistance, STIP Coordinator
(3) Copy - RTPA/County Transportation Commission